

DEPENDENT CARE

(<http://www.opm.gov/oca/leave/HTML/sickfam.htm>)

You may use your sick leave to care for a family member who is ill or injured, pregnant or recuperating from childbirth, or to take a family member to routine medical appointments. There are limits to the amount of sick leave you may use for this purpose. Check with your time keeper or personnel office.

ADOPTION

(<http://www.opm.gov/oca/leave/HTML/adoptionfs.htm>)

You can use sick leave to cover absences related to adopting a child. Appointments with adoption agencies and court proceedings, as well as medical appointments, may be covered.

BEREAVEMENT

(<http://www.opm.gov/oca/leave/HTML/sickfam.htm>)

You may also use your sick leave to make arrangements necessitated by the death or to attend the funeral of a family member. Again, there are limits on use of sick leave for this purpose so be sure to check with your time keeper or personnel office.

*Defined in FMLA.
Flexible work



TRANSIT SUBSIDY

(Contact the Travel and Transportation Office at 703-607-6534.)

(<http://www.dtic.mil/ref/html/PickUp-Scheduled-Distributions.html>)

If you commute to and from work utilizing mass transportation or a vanpool you may be eligible to receive a monthly agency paid transit subsidy. Check with your transit subsidy coordinator.

WELLNESS PROGRAM

(<https://intranet.disa.mil/datahouse/pubs/instr/di2201555/610-f.html>)

The Wellness Program is an added benefit to all DISA employees that allows eligible employees to participate in an exercise program during the workday without charge to

leave for a maximum of 1 hour per day, 3 times per week. The DISA Wellness program is designed to encourage and motivate employees to develop a healthy lifestyle and enhance the quality of worklife.



Quality of Work Life



DISA
Defense Information Systems Agency

DISA Sponsored Quality of Work Life Programs



Telework/flexiplace

(<http://www.telework.gov>; and <https://edge.disa.mil/datahouse/pubs/instr/di2201555/610-e.html>)

You may be eligible to Telework at an alternative worksite (i.e., GSA Telework Center, Work-at-home, or Satellite Office) on a regular and recurring schedule for one or more days a week. Also, temporary arrangements may be appropriate when you are recuperating from an illness. Any Telework arrangement must be approved by management.

Flexitour

(<https://intranet.disa.mil/datahouse/pubs/instr/di2201555/610-f.html>)

One way to make time for family and personal needs during the business day is to consider a flexible work schedule. While there are certain core hours when everyone must be at work, under flexitime you may be allowed to vary your arrival, departure and lunch break times.

Compressed Work Schedules

(<https://intranet.disa.mil/datahouse/pubs/instr/di2201555/610-f.html>)

Unlike Flexitime, compressed work schedule are fixed; they do not allow you to vary your schedule on a daily basis. However, they do allow you to complete your basic 80 hour (biweekly) work requirement in less than 10 working days. There are several types of compressed work schedules; 5-4/9 is the most common.

Credit Hours/Compensatory Time

If you are eligible to earn credit hours, or request compensatory time in lieu of approved overtime pay, these may be used to balance work and family life.

(<http://www.opm.gov/oca/leave/index.htm>)

Family and Medical Leave Act

(<http://www.opm.gov/oca/leave/HTML/fmlafac2.asp>; and <https://edge.disa.mil/datahouse/pubs/instr/di2201555/630-j.html>)

Under the Family and Medical Leave Act (FMLA) of 1993, you are entitled to a total of 12 administrative work weeks of unpaid leave (leave without pay) during any 12-month period for—the birth or care of your newborn, adoption, the placement of a foster child or for a serious medical condition affecting either you or a family member (see *).

Voluntary Leave Transfer Program (VLTP)

(<https://intranet.disa.mil/datahouse/pubs/instr/di2201555/610-f.html>)

VLTP enables other employees to transfer annual leave to you to cover a medical emergency. If you have a medical condition that requires an extended absence from work and you have exhausted your own leave, you may request approval for participation in the leave transfer program. You may also use this option if you are caring for a family member (see *) with a serious medical condition.

ORGAN DONOR

If you are an organ donor, you are entitled to use up to 30 days of paid leave in a calendar year to cover activities related to the donation. This leave is not charged to your own sick or annual leave accounts.

BONE MARROW DONOR

If you are a bone marrow donor, you are entitled to use up to 7 days of paid leave in a calendar year to cover activities related to the donation. This leave is not charged to your own sick or annual leave accounts.

SICK LEAVE

Sick Leave for Family Care Purposes

You may use a total of up to 12 weeks of accrued sick leave each year to care for a family member (see *) with a serious health condition (see *).